

ATTORNEYS IN CASE

The sixth option under **Inquiry** is 'Attorneys in Case'. This screen is divided into three sections. The top section is used to search for an attorney. The center section is where you attach an attorney to a party in the case and the bottom section displays the existing information. When a party is added during case initiation their attorney assignment is always 'Pro Per'. (Note Attorney Name in 'Existing Assignments' section.)

CV Admin online

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Attorneys in Case: CV200299992 - Peter George Jefferson - JD, Hyatt - Sub on: 101 - New Death - Status: 22 - Not Subject to ADR - 22

Attorney Search Criteria				
Last Name	First Name	Middle Name	BarID#	Search Results
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Parties to Assign:

Word: Assign Date: Side 1 ☒ ☐
Assign Reason: Type: ☒ Primary ☐ Additional Side 2 ☒ ☐
No Side ☒ ☐

Existing Assignments

Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> Pro Per	Nutte, Horizon Homes	000000	Active	6/1/2002			
<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> Pro Per	Townsend, Janet Denise	000000	Active	6/1/2002			
<input checked="" type="radio"/> P <input type="radio"/> A <input type="radio"/> Pro Per	Townsend, Mark Lee	000000	Active	6/1/2002			

Buttons: Search, Save, Add More, Return

Annotations:

- 'P' designates the primary attorney
- 'A' designates additional attorney

Assigning an Attorney

To assign an attorney to a party begin by searching for the attorney. In the top section fill in at least one criteria field and click the Search button at the bottom of the screen.

The search results will display in a drop-down list at the far right. Select the attorney by clicking on their name.

Attorney Search Criteria				Search Results
Last Name	First Name	Middle Name	BarID#	
Brown	David			Search Results (50 max)
				Search Results (50 max)
				Brown, David O (000182)
				Brown, David Albert (005127)

When you select the attorney's name, their bar ID# will automatically populate the Bar ID# field in the center section of the screen. The 'Assign Date' will automatically populate with the case filing date and the 'Type' will be set to Primary by default.

Choose an **Assign Reason** from the drop-down list

Parties to Assign		Assign Date:	Side 1	Side 2	No Side
Bar#: 000182	Assign Reason: Notice Of Appearance	7/30/2002	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
		Type: <input checked="" type="radio"/> Primary <input type="radio"/> Additional	Nulla harumz Homes (phonetic)		
			Towson, Mark Lee (Respondent)		

Choose the party to whom the attorney is being assigned by placing a check in the box in front of their name. If the attorney will be representing all parties on a side use the blue check mark to check all with a single click. If you wish to erase all check marks, click the red **X**. Click **Save** to save the

Newly assigned attorney marked as 'Primary'

Former 'Pro Per' status now marked as 'Additional'

Existing Assignments							
Nulla harumz Homes							
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input checked="" type="radio"/> p	Brown, David O	000182	Active	7/30/2002	Notice Of Appearance		
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input type="radio"/> p	Pro Per	000000	Active	6/3/2002		7/30/2002	
Towson, Mark Lee							
Type	Attorney Name	Bar Number	Status	Assign Date	Assign Reason	Withdraw Date	Withdraw Reason
<input checked="" type="radio"/> p	Pro Per	000000	Active	6/3/2002			

If you will be assigning more than one attorney at this time, click the '**Add More**' button instead of **Save**. iCIS will save the attorney assignment then empty the fields to allow more attorney/party assignments.